



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type: **Regular Session #1**
Meeting Location: **Media Ctr. (Rm. 306) McConnell Center**
Meeting Date: **Monday, January 12, 2015**
Meeting Time: **7:00 pm**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Regular Session #12, December 8, 2014
- G. CONSENT AGENDA**
 - 1. **Correspondence: none**
 - 2. **Resignations/Retirements:**
 - a. Fran Mroz, DHS ESL Teacher
 - 3. **Leaves of Absence: None**
 - 4. **Nominations:**
 - a. Sheet 1: Nomination and Election of Staff (Connolly-Wilson)
 - b. Sheet 2: Nomination and Election of Coaches (Wilson)
 - 5. **Extended Travel (Student Trips):**
 - a. DHS Westminster Weekend in New York—Final Approval
 - b. DHS Winter guard Trip to MA.-Preliminary/Final Approval
- H. STUDENT REPRESENTATIVE REPORT**
- I. POLICY – CHANGES – PROPOSALS:**
 - a. BA—By Laws of the Dover School Board
 - b. BGB—Policy Adoption
- J. POLICY ADOPTION:**
 - a. JKAA—Physical Restraint Policy
 - b. JKAA-R—Procedures on Use of Child Restraint Seclusion
- K. RESOLUTIONS: None**
- L. OLD BUSINESS:**
 - 1. Budget Discussion—Special Education presentation, Administrator Recommendations, Use of Uncommitted Funds from FY15
- M. NEW BUSINESS:**
 - 1. DHS Program of Studies Changes 2015-2016



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2. SAU/School Offices Holiday Closure Discussion
3. Youth Risk Behavior Survey—Kim Stephens
4. Receipt of Donation from Frank Cunningham Trust
5. Nottingham Tuition Contract
6. Update on Final Tuition
7. RFQ for Roofing Consultant for Garrison
8. December Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three minutes unless otherwise extended by the Chairperson, with the approval of the School Board. All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

Francine Mroz
23 Garrison Lane
Madbury, New Hampshire



December 8, 2014

Elaine M. Arbour, Ed.D.
Superintendent of Schools
Dover Public Schools
61 Locust Street
Dover, New Hampshire

Dear Ms. Arbour,

Please accept this letter as notification of my retirement from the Dover School District. I will retire at the end of this school year. My last day of employment will be June 30, 2015.

I have genuinely enjoyed the time I have spent as an ESOL teacher at Dover High School. I will truly miss the students as well as the dedicated staff that has supported me during my tenure as an educator in the city of Dover.

Sincerely,
Francine Mroz

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: DOVER SCHOOL BOARD

DATE: January 12, 2015

MEMORANDUM: Nomination and Election of Paraprofessional and Staff Positions

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the following funded positions for the 2014-2015 school year.

NAME	POSITION	SCHOOL	REPLACING	HOURS	SALARY
Connolly, Elizabeth	Sped Aide	DHS	Michelle Albion	6.5 hrs/day	\$13.69/hr
Levan, Wayne	English Teacher	DALC-Farmington HS		5 hrs/week	\$24.51/hr
MacDonald, Samantha	HiSet Options Educator	DHS	Daniel Binette	6 hrs/week	\$30.00/hr
MacMillan, Bryan	Sped Aide	DHS	Karen Winton-Smith	6.5 hrs/day	\$11.94/hr
Mills, Richard	Sped Aide	WPS	Additional Position	6.5 hrs/day	\$12.95/hr
Peskovitz, Nicole	Sped Aide	WPS	Brittany Schneider	6.5 hrs/day	\$11.94/hr
Rinehart, Nancy	Tutor	PCA		Up to 12 hrs/week (grant funded)	\$17.51/hr
Whitehead, Hilary	Sped Aide	WPS	Nicole Shaw	6.5 hrs/day	\$11.94/hr
Wilson, Laurie	Sped Aide	WPS	Reid Duval	6.5 hrs/day	\$14.40/hr

OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: January 12, 2015

MEMORANDUM: Nomination and Election of Coaching Positions.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2014-15 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Wilson, Kayla	Asst. Boys/Girls Winter Track	DHS		\$1,895.00

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

School: Dover High School

DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. **Please note that no child will be allowed to attend a trip without a signed permission slip.**

Please sign and return to your child's teacher by: November 1st, with a \$100 deposit

Description of Activity: Visiting AKC Kennel Club Convention, National Agility show, and Westminster Dog Show

Purpose of Activity: Learn about dog shows, breed identification, dog grooming and agility competitions

Destination: New York City Transportation Provided By First Student and Am Trak

Date: 2/4 - 2/16/15 Departure Time: 6:00 am Return Time 7:00 pm 2/15

Cost: \$300.00 Please make check payable to: Dover Animal Science ← 2nd \$100 due Dec. 1st

We Need Chaperones for this Trip: YES NO

3rd payment of \$100 due Jan 1st.

Recommended clothing, equipment, supplies, etc.: Program t-shirts, school appropriate attire.

DHS School/Field Trip Permission Form

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers and chaperones to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: _____

Student Name: _____

Teacher Name: _____ Grade: _____

Trip Date & Destination: _____

Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

In case of an emergency and you cannot be reached, whom do you want us to call?

Name: _____ Home # _____

Work # _____ Cell # _____

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: November 14, 2011	PAGE 3 OF 3

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____,
 hereby grants permission for _____ to travel to
 _____ with _____ as chaperones, as part
 of a Dover School District extended travel program. The scheduled departure date is
 _____ and the scheduled return date is _____.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

_____ day of _____, 20____

 Parent/Guardian Signature

 Parent/Guardian Signature

 Student Signature

Dover Animal Science: Westminster Fieldtrip

Names of Students:

Gillian Maramis

Owen Smeltzer

Leigha Metz

Michelle Silverio

Nicole Bourque

Katherine Sprague

Kayla Ginnetti

Jessica Gregor

Kaylee Burke

Chanyce Baez

Madison Santello

Meaghan Dow

Lindsay Hubbard

Meghan Hulen

Samantha Sweeney

Names of Chaperones:

Carrie Hough

Ammy Rice

Gabrielle Hodgdon

Tasha Humphries (parent)

Student/ Chaperone Ratio- Almost 4-1.

Verification: Yes we have received proper paperwork from all parents for each student. All chaperones have been fingerprinted and background checked.

Hotel That we are staying at:

Skyline Hotel:

725 10th Avenue, New York, NY 10019

(212) 586-3400

Transportation: Greyhound Bus this was more reasonable and easier since they will pick up at Dover High School rather than having to get to Boston for the Amtrak.



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/DHS

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

KIM STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

January 6, 2015

Dear Dover School Board Members,

This letter is to support the Dover Winter Guard to compete in an International Competition in Peabody, Massachusetts that requires the team to stay overnight due to the late ending and early starting times for activities associated with the competition. The program looks forward to participating in this competition as it affords them the opportunity to be challenged by other top flight guard teams.

Thank you for your consideration of this request.

Sincerely,

Peter Driscoll
Dover High School Principal

Requests for preliminary and final approval submitted to the School Board for Dover Winter Guard to travel to MA.

Dover Winter Guard has been asked to participate in a WGI (World Guard International) competition to be held in Salem, MA on Saturday February 14th. This competition will be a long day for the team as there is a preliminary performance early in the day and then a second one in the evening (depending on the team's placement after the initial competition). We are looking to stay at a hotel after to save parents the drive home late in the evening as well as to allow for some team building time the following morning/day.

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.

An overnight trip encourages co-operation, team work and the application of problem-solving skills and develops independence and self-confidence.

2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required. N/A

3. Inclusive dates of trip. Saturday, February 14th – Sunday, February 15th

4. General itinerary.

Leave Saturday 5:30 AM for MA (kids eat bagged items brought for breakfast)
Arrive in Salem at 7:00 AM
Team Dressed, Warmup 7:00 – 9:30
Perform in 1st level – 10:00
Bagged lunch from home and practice at a facility in Salem, MA
2nd Dressed/Warmup time 4:30-7:00
2nd Performance (if score high enough to make it to 2nd round) – 7:30 PM
Awards – 9:30 PM
Stay overnight in MA. Late dinner, team down time
Dressed & ready to leave hotel @10:00 am (free breakfast provided at hotel)
Team Activity – 10 -12:00
Travel home/snacks in cars (sent in from parents)
Back in Dover around 1:00-1:30

5. Cost per student. \$100. Hotel = \$61, \$39 for Saturday dinner and Sunday team building activity. Saturday = bag breakfast & lunch from home and Sunday hot breakfast included in cost of the hotel.

Any student that this creates a severe economic strain for will have their expenses covered by the Guard's fundraising money in the DPMC budget.

- 6. Statement of academic eligibility or other limiting rules of participation established by the trip director.**

Students participating in Winter Guard and in this trip must be in good academic standing.

- 7. Permission forms to be reviewed with and signed by parents.**

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL will be signed and collected from the parents.

- 8. Statement of source and nature of insurance coverage.**

Liability insurance is provided through Dover Parents' Music Club's policy with RV NUCCIO and Associates.

- 9. Decision and opinion of the Principal and Superintendent.**

Attached.

- 10. Release from duty of any staff member by the Superintendent.**

None required.

- 11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)** Coaches and chaperones will be paying for gas and tolls to transport the students to MA and will cover the costs of their own meals. Coaches and chaperones' rooms cost will be averaged in to the cost per student for the trip.

- 12. Cost to the District.** None.

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip
2. Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip
3. Students will not purchase body art or piercing services while on a school sanctioned trip
4. Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants

Students are expected to comply with all School Rules as outlined in the DHS Student Handbook.

Pupils and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

I have read and understand these Standards of Behavior.

_____ (Student's Name – printed)

_____ (Student's Signature)

_____ (Parent's Name – printed)

_____ (Parent's signature)

Date: _____

DHS Winter Guard - List of Students and Chaperones

MA trip 2/14/15 - 2/15/15

TEAM

Baker, Samantha
Busching, Summer
Brooks, Victoria
Corbett, Shannon
Daigle, Jessica
Dugmore, Addie
Epperson, Madeline Marie
Frost, Shaelyn
Gibbons, Emma
Grove, Andrea
Hicking, Kate
McDonald, Emily
McDonald, Davyn
Messenger, Elayna
Pierce, Erin
Relinski, Kunthea
Roy, Grace
Rose, Katie
Rumore, Kaeli
Scammon, Holly
Schultz, Julia
Seaver, Sydney
Stevens, Jenny
Zabielski, Caitlin

Coaches/Assistant Coaches (all fingerprinted/background checked)

Cabral, Jessica
Mulvanity, Bridget
Mulvanity, Bob

Chaperones (all fingerprinted/background checked)

Turner, Donna
Relinski, Laurie
Zabielski, Rhonda
Zabielski, Mike

Chaperones (appointment for fingerprinting 1/9/15)

Pierce, Kathleen
Pierce, Brian

Adult/Student Ratio 4/1 (with only chaperones)

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DATE OF ADOPTION: February 10, 2014	PAGE 1 OF 6

First Reading

BYLAWS OF THE DOVER SCHOOL BOARD CITY OF DOVER, NEW HAMPSHIRE

ARTICLE I: Name

Section 1. The name of the School Board shall be the Dover School Board.

ARTICLE II: Members

Section 1. The School Board shall be composed of seven members in accordance with Section C4.2 of the City Charter.

ARTICLE III: Officers

Section 1. The officers of the School Board shall be a chairperson, a vice-chairperson, and a secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this School Board.

Section 2. Officers shall serve a one-year term. Officers shall be elected in accordance with Section C4-2 of the City Charter.

Section 3. These officers shall be elected as prescribed in Article IV, Section C4-3, of the City Charter.

Section 4. Any officer may be removed from his/her office by a majority vote of the School Board at any regularly scheduled, monthly, public meeting.

ARTICLE IV: Meetings

Section 1. All meetings of the School Board shall be held in the rooms designated by the School Board or the chairperson. The School Board shall meet for organization on the day stipulated by Section C4.3 of the Charter.

Section 2. The School Board shall hold its regular monthly meeting on the second Monday of each month. Changes may be made in this schedule due to conflicts with holidays. Regular meetings shall begin at 7 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

The School Board shall meet on the fourth Monday of each month in workshop session if there is business to be conducted. Workshop sessions shall begin at 6:30 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

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Nonpublic sessions may be held at the request of the chairperson, or the Superintendent, or by three members of the School Board, through written petition to the chair. The contents of these meetings shall conform to governing state law, RSA 91-A.

Section 3. Special meetings shall be called by the chairperson at any time or upon written request of three members. Each call for a special meeting shall distinctly specify the purpose for which the meeting is called. No other than such specific matters shall be considered at such special meetings except for emergency in accordance with RSA 91-A. At least twenty-four hours notice shall be given for such special meetings.

Section 4. A majority of the members of the School Board shall constitute a quorum.

Section 5. The meetings of the School Board shall be called to order promptly on the hour and then should proceed as follows:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ~~H.~~ **STUDENT REPORT**
- E. ~~D.~~ CITIZEN'S FORUM
- F. ~~E.~~ AGENDA APPROVAL
- G. ~~F.~~ APPROVAL OF MINUTES
- H. ~~G.~~ CONSENT AGENDA
- H. ~~STUDENT REPORT~~
- I. POLICIES-CHANGES-PROPOSALS
- J. POLICY ADOPTION
- K. RESOLUTIONS
- L. OLD BUSINESS
- M. NEW BUSINESS
- N. SUBMISSION AND PAYMENT OF BILLS
- O. SUPERINTENDENT'S REPORT
- P. COMMITTEE REPORTS, INCLUDING LEGISLATIVE UPDATE
- Q.. SCHOOL BOARD MATTERS OF INTEREST
- R. ADJOURNMENT

Section 6. The following shall appear on all meeting agendas, except nonpublic meetings.

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to

DOVER SCHOOL DISTRICT	POLICY CODE: BA
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speaking. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members; and limit comments to five (5) minutes beginning after the obligatory statement of name and address by the citizen.

Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings **and special sessions**, Citizens' Forum will be restricted to items on the meeting agenda. Statements shall be limited to five minutes unless otherwise extended by the chairperson, with the approval of the School Board.

All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

Section 7. All items for the agenda from School Board members shall be submitted in writing to the Superintendent's office before noon on the Tuesday preceding the regular meeting. The chairperson shall determine the order of the agenda for each meeting.

Section 8. The School Board shall be composed of seven members. Every member present, when a question is put, shall vote for or against the same, unless he or she abstains.

Section 9. The ayes and nays upon all questions of appropriations of money shall be called and entered upon the minutes and on all other questions at the request of any member.

Section 10. The Dover School Board shall act in accordance with the New Hampshire "Right to Know Law" (RSA 91-A) as amended.

Section 11. The following paragraph is to appear on all regular meeting agenda:

All meetings, except nonpublic meetings, conducted by the School Board are open to the public.

Section 12. A notice of the time and place of each meeting shall be posted in two appropriate public places and/or shall be printed in a newspaper of general circulation in Dover, at least twenty-four hours, excluding Sundays and legal holidays, prior to such meetings.

ARTICLE V: Workshop Session

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Section 1. The Workshop Session shall be defined as a non-policy making meeting of the entire School Board. Said Workshop Session shall assemble for purposes of discussion on topics to prepare the School Board for understanding and action at a subsequent policy-making meeting.

Section 2. The secretary shall see that proper minutes of the proceedings are kept on file in the office of the School Board.

ARTICLE VI: Power and Duties of the School Board

Section 1. The Dover School Board shall be the governing body of the Dover School District and derives its authority from State laws and Department of Education Rules.

Section 2. 189:1-a Duty to Provide Education

I. It shall be the duty of the school board to provide, at district expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first; provided, that the board may exclude specific pupils for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, and further provided that this section shall not apply to pupils who have been exempted from school attendance in accordance with RSA 193:5.

II. Elected school boards shall be responsible for establishing the structure, accountability, advocacy, and delivery of instruction in each school operated and governed in its district. To accomplish this end, and to support flexibility in implementing diverse educational approaches, school boards shall establish, in each school operated and governed in its district, instructional policies that establish instructional goals based upon available information about the knowledge and skills pupils will need in the future.

Section 3. The School Board is legally responsible for the establishment of school policies and programs, the determining of the budgetary requirements of the schools, the election of regular employees of the district, and the evaluation of the results obtained. The School Board shall take final action upon recommendation of the Superintendent where the election or assignment of personnel or a change of policy and/or program is involved.

Section 4. The secretary shall keep a full and accurate record of attendance and proceedings of all meetings of the School Board and shall have the care and custody of all records, papers, and communications relative to the School Board.

Section 5. The School Board shall have the oversight of the financial condition of the School District and shall cause to have prepared and presented a financial statement each month.

Section 6. A payroll summary ledger and/or vendor check register will be issued for signature to the Chairperson or Vice-Chairperson on a weekly basis. The School Board

DOVER SCHOOL DISTRICT	POLICY CODE: BA
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shall be presented a manifest of all general fund expenditures for the preceding month, and this shall be issued to the Board for a majority signature of all members present.

Section 7. The School Board shall take action on all matters which pertain to the administration of the schools which calls for the investigation of violations of the regulations of the School Board, complaints made by staff, parents, or pupils, and complaints against staff, provided such complaints cannot be investigated and satisfactorily resolved by the Superintendent of Schools.

Section 8. The Board shall serve as the governing body of School Administrative Unit #11; a School District established under the laws of the State of New Hampshire. The Board shall provide all Superintendent services as described in RSA 194-C:4.

ARTICLE VII: Subcommittees

Section 1. Subcommittees necessary to the proper functioning of the Dover School Board may be appointed at any regular or special meeting by the chairperson with the consent of a majority of the membership present. Such subcommittees shall report to the full School Board and, when appropriate, to the public, at each regular meeting of the School Board, and a final report shall be submitted to the School Board at the conclusion of a subcommittee's work.

Section 2. The chairperson shall serve as ex-officio member of all committees.

Section 3: The Discipline Committee shall be the only permanent standing committee of the School Board.

Section 4: The School Board shall affirm from its membership reporting members to the following positions. Each reporting member shall propose all business that requires debate and a vote to the entire Board at the earliest possible meeting date. Committee assignments shall be appointed by the chairperson and approved by the School Board.

Vocational Trust **Liaison**
City Council Liaison
Joint Fiscal Committee
Joint Building Committee
Legislative Representative with NHSBA
Dover Adult Learning Center Liaison
Discipline Committee
Career Technical Center Advisory Committee **Liaison**
Professional Development Master Plan Committee **Liaison**
Curriculum Planning Committee **Liaison**
Wellness Advisory Committee **Liaison**
Standards Policy Review Committee (Policy IKE)

ARTICLE VIII: Parliamentary Authority

DOVER SCHOOL DISTRICT	POLICY CODE: BA
DATE OF ADOPTION: February 10, 2014	PAGE 6 OF 6

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the School Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the School Board may adopt. Each one-year term of the School Board shall constitute a session as defined in Robert's Rules of Order.

ARTICLE IX: Amendment of Bylaws

Section 1. These bylaws can be amended at any regular meeting of the School Board by a two-thirds vote, provided that the amendment has been submitted in writing to the entire membership at the preceding regular meeting. For sixty days following the inauguration these bylaws can be amended at any meeting of the School Board by a majority vote, provided that the amendment has been submitted in writing to the entire membership at the preceding meeting.

ARTICLE X: Student Representative to Dover School Board

Section 1. The student representative is responsible for presenting current student issues to the School Board. The student representative shall represent his/her constituents in the same manner as a regular School Board official.

Section 2. Eligible students must be entering the tenth, eleventh, or twelfth grade; they will be required to fill an application which will be reviewed by the student council advisors and administrative staff. Finalists will be selected and will be allowed to run in a general election concurrent with the class elections. The student body as a whole will be responsible in voting the student representative. The term of the elected student representative shall run from the meeting following the student council election.

Section 3. The student representative shall be a non-voting member of the School Board. RSA 189:1,C.

Amended: March 12, 2001
 May 14, 2001
 January 7, 2002
 January 13, 2003
 February 2, 2004
 February 14, 2005
 January 3, 2006
 January 8, 2007
 January 7, 2008
 January 12, 2009
 March 8, 2010
 February 13, 2012
 February 10, 2014

DOVER SCHOOL DISTRICT	POLICY CODE: BGB
DATE OF ADOPTION: January 12, 2009	PAGE 1 OF 1

FIRST READING POLICY ADOPTION

Except for policy actions to be taken on emergency measures, the adoption of policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and publication of proposed new or revised policies
2. Opportunity offered to concerned groups or individuals to react to policy proposals
3. Discussion and final action by the Board on policy proposals

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to the enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revised existing policies. When such immediate action is necessary, the superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Annual Reaffirmation of Policies

The Board's set of written policies shall be readopted at each annual organizational meeting, subject to the understanding that all policies not established by law and/or contractual arrangements may be changed through Board action as described above.

Law, Philosophy, and Enforcement

The Board will make every effort to ensure that its policies conform to the higher supremacy of state and federal laws, including the provisions of state and US constitutions. Questions concerning the legality of any policy should be addressed to the office of the Superintendent. Further, while it is not feasible to reiterate the principles of the Board-adopted educational philosophy into the language of each and every policy statement, it is to be assumed that the spirit of this document will prevail in the implementation of all policies. Finally, the Board expects compliance with its formally adopted policies. Failure to comply will be considered cause for disciplinary action.

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THIRD READING

PHYSICAL RESTRAINT POLICY

In accordance with RSA 126-U the Dover School District shall follow this policy for the use of physical restraint.

The Dover School District **hereby** authorizes **school** staff members **or those under the control or direction of a school (e.g., contractors)** to use physical restraints ~~in limited situations and only as a last resort to prevent harm~~ **to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations.**

The Superintendent of Schools shall develop procedures for the use of child restraint and seclusion.

Physical restraint **or seclusion** may ~~only~~ **shall only** be used ~~only under the following conditions:~~ **by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student's past history, and in compliance with** the requirements of Ed 1113.06 Use of Aversive Behavioral Interventions of the New Hampshire Rules for the Education of Children with Disabilities. **School staff shall not use restraint or seclusion except when a child's behavior poses a substantial and imminent risk of physical harm.**

- ~~1. Staff is trained in de-escalation and physical management; Non-Violent Crisis Intervention, through the Crisis Prevention Institute (CPI®), is the current training program adopted by Dover School District.~~
- ~~2. Physical action of a student creates a substantial risk of harm to self or others;~~
- ~~3. Other positive interventions have failed, or the level of immediate risk prohibits exhausting other means.~~

The following scenarios are NOT considered a restraint for the purposes of this document:

1. **A brief** holding **or touching** a child to calm, ~~or~~ comfort, **encourage, or guide a child, so long as there is no limitation on the child's freedom of movement,** or intervening in an ongoing assault or fight;
2. **The temporary** holding ~~of the~~ a child's hand, **wrist, arm, shoulder, or back,** ~~or arm to~~ escort the child safely from one area to another **for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location;** ~~Brief periods of physical restriction by person to person contact without the aid of medication or mechanical restraints, accomplished with minimal force and designed either to prevent a child from completing an act that potentially would result in physical harm to himself or herself or to~~

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~~another person, or to remove a disruptive child who is unwilling to leave an area voluntarily;~~

3. Physical devices, **such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands,** or other physical holding when necessary for routine physical examinations **medical treatment purposes,** or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling, or to permit a child to participate in activities without the risk of physical harm;
4. The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
5. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose **and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.**

~~Physical restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution and the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed *must* be in proportion to the circumstances of the incident and the potential consequences.~~

Seclusion shall not include:

1. **The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave.**
2. **Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.**

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self-injurious, school officials shall comply with all state-mandated notification and record keeping requirements.

~~*A physical restraint of a student should be conducted in a manner consistent with the techniques prescribed in the District approved training program. The purpose of the restraint should be to assist the student to regain emotional and behavioral stability. It should last only as long as is necessary to accomplish this. To the extent possible, it should be conducted in such a way as to preserve the confidentiality and dignity of all involved.*~~

~~*Restraint should be carried out by trained persons authorized by the Superintendent, Special Education Administrator, Principal, Director or his/her designee. Untrained staff is limited to*~~

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physically intervening by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible.

School staff shall not use or threaten to use **physical** restraint **or seclusion** as a punishment or consequence **except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child or others, or except as permitted for transporting students.**

Prohibition of Dangerous Restraint Techniques

The School Board recognizes and hereby prohibits the use of “dangerous restraint techniques” as defined in RSA 126-U:4.

All employees shall follow the procedures as outlined in the document titled: “Procedures for Use of Restraint in the Dover School District”.

Definitions

For purpose of this policy and any accompanying procedures, the following definitions apply:

1. Physical restraint occurs whenever a staff member physically restricts **manual method is used to** restricts a child’s **freedom of** movement **or normal access to his/her body** against his/her will. Physical restraint is a temporary measure to be used only when necessary to facilitate care, welfare, safety, and security for all.
2. Mechanical Restraint: **occurs** when a physical device or devices are used to restrict the movement of a child **and/or** the movement or normal function of a portion of his/her body. Prohibited as per RSA 126-U:6.
3. Medication Restraint: **occurs** when a child is given medication involuntarily for the purpose of immediate control of the child’s behavior. Prohibited as per RSA 126-U:6.
4. **Serious bodily injury is harm to the body that would require hospitalization or would result in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second- or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.**
5. **Intentional physical contact is in response to a child’s aggressive, combative, assaultive, or injurious behavior but does not meet the threshold of a restraint (e.g., blocking of a blow or forcible release from a grasp).**
6. **Dangerous Restraint Technique is any technique that:**
 - a. **Obstructs a child’s respiratory airway or impairs the child’s breathing or respiratory capacity or restricts the movement required for normal breathing;**

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- b. Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
 - c. Obstructs the circulation of blood;
 - d. Involves pushing on or into the child’s mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (1) Endangers a child’s life or significantly exacerbates a child’s medical condition.
 - (2) Intentional infliction of pain, including the use of pain inducement to obtain compliance.
 - (3) The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
 - (4) Any technique that subjects the child to ridicule, humiliation, or emotional trauma.
7. Trained Staff are those individuals who successfully complete and stay current in a training program that results in acquisition of skills in verbal de-escalation, preventing restraints, evaluating risk of harm in an individual situation, use of approved techniques and monitoring the effect of the restraint.
8. District/facility shall mean the Dover School District.
9. Parent shall mean the student’s parent, legal guardian, surrogate parent or student over the age of 18.
10. Seclusion means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Legal Reference: RSA 126-U:1 to 13 (2014).

Cross Reference: JKAA-R – Procedures on Use of Child Restraint and Seclusion

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DOVER SCHOOL DISTRICT PROCEDURES ON USE OF CHILD RESTRAINT AND SECLUSION

The Dover School District hereby establishes the following procedures to describe how and in what circumstances restraint or seclusion is used in this District. The procedures are adopted for the purpose of meeting the District's obligations under state law governing the use of restraints and seclusion. The procedures shall be interpreted in a manner consistent with state law and regulations.

I. Definitions.

1. Physical restraint occurs when a manual method is used to restrict a child's freedom of movement or normal access to his/her body against his/her will.
2. Mechanical Restraint occurs when a physical device or devices are used to restrict the movement of a child and/or the movement or normal function of a portion of his/her body. Prohibited as per RSA 126-U:6.
3. Medication Restraint occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior. Prohibited as per RSA 126-U:6.
4. Serious bodily injury is harm to the body that would require hospitalization or would result in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second- or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.
5. Intentional physical contact is in response to a child's aggressive, combative, assaultive, or injurious behavior but does not meet the threshold of a restraint (e.g., blocking of a blow or forcible release from a grasp).
6. Dangerous Restraint Technique is any technique that:
 - a. Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - b. Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
 - c. Obstructs the circulation of blood;
 - d. Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (1) Endangers a child's life or significantly exacerbates a child's medical condition.
 - (2) Intentional infliction of pain, including the use of pain inducement to obtain compliance.

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- (3) The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
 - (4) Any technique that subjects the child to ridicule, humiliation, or emotional trauma.
7. Trained Staff are those individuals who successfully complete and stay current in a training program that results in acquisition of skills in verbal de-escalation, preventing restraints, evaluating risk of harm in an individual situation, use of approved techniques and monitoring the effect of the restraint.
 8. District/facility shall mean the Dover School District.
 9. Parent shall mean the student's parent, legal guardian, surrogate parent or student over the age of 18.
 10. Seclusion means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion does not include:

- (1) the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave;
- (2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

II. Use of Restraint

1. Restraint as defined in these procedures shall be used only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to others.
2. Restraint as defined in these procedures shall only be used by trained personnel and with extreme caution. It should be used only after all other interventions have failed or appear unlikely to succeed based on the student's past history.
3. Use of restraint as defined in these procedures shall be limited to physical restraint. School officials shall not use or threaten to use any dangerous restraint techniques, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

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III. Use of Seclusion

1. Seclusion may only be used when a child's behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only continue until that danger has dissipated.
2. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
3. Each use of seclusion shall be directly and continuously visually and verbally monitored by a person trained in the safe use of seclusion.

IV. Prohibited Use of Restraint or Seclusion

1. School officials shall not use or threaten to use restraint or seclusion as punishment or discipline for the behavior of child.
2. School officials shall not use or threaten to use medication restraint.
3. School officials shall not use or threaten to use mechanical restraint, except its use is permitted in the transportation of children, as outlined under these procedures.
4. School officials shall not use or threaten to use dangerous restraint techniques, as defined in these procedures.
5. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
6. Seclusion shall not be used in a manner that that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

V. Authorization and Monitoring of Extended Restraint & Length of Restraint

When restraint may permissibly be used on a child, school officials must comply with the following procedures:

1. Restraint shall not be imposed for longer than is necessary to protect the child or others from the substantial and imminent risk of serious bodily harm;
2. Children in restraint shall be continuously and directly observed by personnel trained in the safe use of restraint;

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3. No period of restraint shall exceed 15 minutes. If restraint is to exceed this time, approval of the Principal or supervisory employee designated by the Principal to provide such approval is required.
4. No period of restraint shall exceed 30 minutes unless a face-to-face assessment of the mental, emotional and physical well-being of the child is conducted by the Principal or supervisory employee designated by the Principal who is trained to conduct such assessments. The assessment must include a determination of whether the restraint is being conducted safely and for a proper purpose. These assessments must be repeated at least every 30 minutes during the period of restraint and documented in writing pursuant to the notification requirements set forth below.

VI. Restriction of Use of Mechanical Restraints during Transport of Children.

1. Mechanical restraints during the transportation of children are prohibited unless the child's circumstances dictate the use of such methods. In any event when a child is transported using mechanical restraints, the Principal shall document in writing the reasons for the use of mechanical restraint. This documentation shall be treated as notification of restraint as discussed in paragraph VI, below.
2. Whenever a child is transported to a location outside a school, the Principal shall ensure that all reasonable measures consistent with public safety are taken to transport and/or escort the child. Such measures should:
 - a. Prevent physical and psychological trauma,
 - b. Respect the child's privacy, and
 - c. Represent the least restrictive means necessary for the safety of the child.

VII. Room Conditions for a Seclusion Area

When permitted by this chapter, seclusion may only be imposed in rooms which:

- (a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
- (b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.
- (c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
- (d) Are free of any object that poses a danger to the children being placed in the rooms.

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(e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an “emergency” includes, but is not limited to:

(1) The need to provide direct and immediate medical attention to a child;

(2) Fire;

(3) The need to remove a child to a safe location during a building lockdown; or

(4) Other critical situations that may require immediate removal of a child from seclusion to a safe location.

(f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

VIII. Notice and Record Keeping Requirements

1. Unless prohibited by a court order, a school official shall verbally notify the parent or guardian and guardian ad litem of a restraint or seclusion no later than the time of the return of the child to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notice shall be made in a manner calculated to provide actual notice of the incident at the earliest practicable time.
2. A school employee who uses restraint or seclusion shall submit a written report to the building principal or the principal’s designee within 5 business days after that intervention. If the school employee is not available to submit such a report, the employee’s supervisor shall submit such a report within the same time frame. If the principal uses restraint or seclusion, he/or she shall submit a written report to the Superintendent, or his/her designee, within 5 business days. Any report addressed in this section shall contain the following information:
 - a. The date, time and duration of the restraint or seclusion;
 - b. A description of the actions of the child before, during, and after the occurrence; a description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the restraint or seclusion;
 - c. The names of the persons involved in the occurrence;
 - d. A description of the actions of the school employees involved before, during, and after the occurrence;
 - e. A description of any interventions used prior to the restraint or seclusion;
 - f. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
 - g. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of restraint or seclusion;

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- h. A description of any property damage associated with the occurrence;
 - i. A description of actions taken to address the emotional needs of the child during and following the incident;
 - j. A description of future actions to be taken to control the child's problem behaviors;
 - k. The name and position of the employee completing the notification; and
 - l. The anticipated date of the final report.
3. Unless prohibited by court order, the Principal or other designee shall, within 2 business days of receipt of the written report described above, send or transmit by first class mail or electronic transmission to the child's parent or guardian and guardian ad litem the information contained in that written report. Within the same time frame, the Principal shall also forward any such report to the Superintendent for retention in that office.
 4. Each written report referenced in this section shall be retained by the school and shall be made available for periodic, regular review consistent with any rules that may be adopted by the state board of education for that purpose.

IX. Serious Injury or Death during Incidents of Restraint or Seclusion.

1. In cases involving serious injury or death to a child subject to restraint or seclusion, the school district shall, in addition to the notification requirements above, notify the commissioner of the department of education, the attorney general, and the state's federally designated protection and advocacy agency for individuals with disabilities. Such notice shall include a copy of the written report referenced in Section VIII above.
2. "Serious injury" means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

X. Team Meeting Requirements

1. After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.
2. Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."

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XI. *Notice and Records of Intentional Physical Contact*

1. If a school employee has intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the child's parent or guardian.
2. Such notification shall be no later than the time of the child's return to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notification shall be made in a manner to give the parent or guardian actual notice of the incident at the earliest practicable time.
3. Within 5 business days of the incident of "intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior," the school shall prepare a written description of the incident. This description shall include:
 - a) Date and time of the incident;
 - b) Brief description of the actions of the child before, during and after the occurrence;
 - c) Names of the persons involved in the occurrence;
 - d) Brief description of the actions of the school employees involved before, during and after the occurrence; and
 - e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during or after the incident.
4. If an incident of intentional physical contact amounts to a physical restraint as set forth earlier in these procedures, the school shall meet the notification and record requirements that apply to physical restraint, rather than the requirements that apply to incidents of "intentional physical contact."
5. The notification and record-keeping duties for an incident of intentional physical contact do not apply in the following circumstances:
 - a) When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location -- unless the child is actively combative, assaultive, or self-injurious while being escorted, and then these requirements do apply.
 - b) When actions are taken such as separating children from each other, or inducing a child to stand, or otherwise physically preparing a child to be escorted.
 - c) When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child's attention – except that blocking of a blow,

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forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the requirement.

XII. Department of Education Review

1. A parent may file a complaint with the New Hampshire Department of Education regarding the improper use of restraint or seclusion. Resolution of any such complaint should occur within 30 days, with extensions only for good cause.
2. Investigation of any such complaint shall include appropriate remedial measures to address physical and other injuries, protect against retaliation, and reduce the incidence of violations of state standards on restraint and seclusion.

XIII. Civil or Criminal Liability

NOTHING IN THE DISTRICT'S POLICY OR PROCEDURES ON THE USE OF CHILD RESTRAINT SHOULD BE UNDERSTOOD IN ANY WAY TO UNDERCUT THE PROTECTIONS FROM CIVIL AND CRIMINAL LIABILITY PROVIDED TO SCHOOL OFFICIALS FOR THE USE OF FORCE AGAINST A MINOR, CONSISTENT WITH STATE LAW FOUND AT RSA 627:1, 4, AND 6.

Legal Reference: RSA 126-U:1 to 13 (2014); RSA 627:1, 4, 6.

Program of Studies Proposed Changes 2015-2016

General updates:

- All courses/subjects were adjusted as needed to make course descriptions, certifications and other options for licensing current and accurate.
- The overall goal of the revisions this year were to open up additional course options for 9th-10th graders and to make the course descriptions, expectations, and pre-requisites clearer for parents and students.

Other:

- Updated extracurricular clubs and sports teams.
- Added Smarter Balance to our testing schedule.
- Eliminated the GPA bump for a student in an honors course that earned a D.
- Course changes: a sentence was added to explain that any course changes after the initial add/drop period will appear on the transcript.
- All Unified courses now use similar language and the same pre-requisites and grade level criteria.
- An Advisory program description was added.

English

New Courses: Running Through Literature, Academic Writing Seminar, Fantasy, Read 180 III, Read 180 IV, SAT prep (co-taught with English), proposed Graphic Storytelling co-taught art/English course will depend on funding

Eliminated Courses: British Authors, Memoirs and More, The Folk Tale as both History and Legend, Foundations of Literacy II

Changes: updated homework expectations, added expectations for College Prep level courses, changed College Prep Shakespeare from grade 12 to 9-12 and offered as an art credit, College Prep Mythology is now open to 9-12 instead of 10-12, Read 180 has been changed to levels instead of grades, AP test fee was added.

Visual Art

New Courses: Proposed Graphic Storytelling co-taught art/English course will depend on funding

Changes: Addition of skills and expectations required for each course, specific lab fees added for courses, change to allow 9th grade to take Ceramics I after completing Intro to Arts, Mixed Media now open to grades 9-12, Photography I now open to 10th graders

CTC

New Courses: Introduction to Business, It's Your Paycheck, Electrical Technology III
Introduction to Solar Technology

Eliminated Courses: Introduction to Electrical Technology, Small Engine and Home Maintenance, Accounting I and II, Introduction to Automotive Collision Technology (component of Introduction to Automotive Technology course already offered) Introduction to Electrical Technology (component of Introduction to Building/Electrical Technologies course already offered), Childhood Development

Changes:

1. Credits:
 - a. Animal Science I is now offering 1 science credit instead of 0.5 science credit.
 - b. Building Construction Technology I and II are now offering 0.5 math credit instead of 1.0 credit.
 - c. Cosmetology I and II now offer 0.5 math credits
 - d. Intro to Engineering Technology and Intro to Programming Using Alice no longer offer 0.50 computer credit-elective credit instead
2. Course name changes:
 - a. Computer Literacy Basics renamed Introduction to Digital Life & 21st Century Tools
 - b. Engineering Exploration renamed Introduction to Engineering
 - c. Business Principles I-IV renamed : Business Communications, Business Accounting, Business Law, Business Entrepreneurship
 - d. Visual Basic 6.0 Programming renamed Visual Basic Programming
 - e. Clothing Design and Needlework I and II renamed Textiles, Fashion and Apparel I and II
 - f. Food and Nutrition renamed Introduction to Culinary
3. Grade level changes: (Exceptions will be made next year for students already enrolled on the track to continue their course progression without delay)
 - a. Business Communications, Business Accounting, and Business Law no longer open to underclassmen (9-10)
 - b. Naval Science II: no longer open to 9th graders
 - c. Naval Science III: no longer open to 10th graders
 - d. Advertising and Computer Tech I: no longer open to 10th graders
 - e. Computer Tech II: no longer open to 11th graders
 - f. Honors Biotech II now open to 10th graders
4. Other
 - a. National Technical Honor Society (NTHS) membership criteria provided
 - b. Added an index to programs-need to see if pages are accurate

Social Studies

New Courses: The Modern United States, U.S. Presidency

Eliminated Courses: History of Western Civilizations, History of the Far East and Central Asia, History of the Middle East and Africa, Women's Studies, Comparative Governments, AP European History

Changes: Native Americans of North America is now open to 9-12 instead of 10-12, Leadership and Leaders is now open to 10-12 instead of 11-12, Psychology changed from a year-long 1.00 credit course to two 0.50 credit semester courses, AP test fee added

Science

New Courses: AP Chemistry, Organic Chemistry, Lab Skills, Geology and Society

Eliminated Courses: Plant Biology

Changes: Updated to reflect the differences between levels in classes and homework expectations, AP test fee added, Introduction to Earth Science for freshmen changed from 1.0 credit to 0.5 credits to match other levels of Earth Science and DHS graduation requirement, updates course pre-requisites, the following classes are now open to 10th graders: Honors Biotech II, Marine Science, and Zoology

Math

New Courses: Applied Mathematics, SAT prep (co-taught with English), Life Skills Math

Changes: Updated homework expectations and pre-requisites for course enrollment. Name changes: Mathematics Enrichment I & II changed to Mathematics Enrichment 1D & 2D, Life Skills Algebra 1A changed to Pre-Algebra1D, Life Skills Algebra 1B changed to Algebra1D

Wellness

New Courses: Walk Fit

Eliminated Courses: Principles of Sports

Changes: Basic Athletic Training opened up to grades 10-12 from 11-12.

Music

New Courses: Rock Lab, Guitar III

Eliminated Courses: History of American Musical Theatre

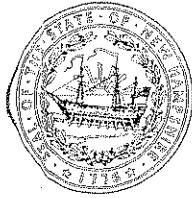
Changes: After school Chamber Singers changed from grades 10-12 to 9-12 and lab fee eliminated. Music Theory changed from grades 10-12 to 9-12. Songwriting pre-requisites eliminated. Lab fees specified for courses.

Student Services

New Courses: Freshmen Skills Enrichment

Eliminated Courses: Life Skills, Life Management, Unified Leisure Activities, Functional Math and Reading

Changes: Transitions changed from 1 credit per semester to 1 per year, Career Exploration changed from 1 credit per year to 1 per semester, Organizational Studies changed the name to Skills Enrichment



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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December 19, 2014

To: NH School Administrators

Attached please find the 2015 NH Youth Risk Behavior Survey (YRBS).

Please note that this survey is not for public distribution. Parents who would like to review the survey may view it at your school or SAU office, as CDC's instructions prohibit releasing copies of the survey to prevent students from previewing it and potentially modifying their responses.

Thank you for participating in the YRBS!

Sincerely,

Brook S Dupee, Chief
Bureau of Public Health Statistics & Informatics

/c/jg

2015 New Hampshire Youth Risk Behavior Survey

This survey is about health behavior. It has been developed so you can tell us what you do that may affect your health. The information you give will be used to improve health education for young people like yourself.

DO NOT write your name on this survey. The answers you give will be kept private. No one will know what you write. Answer the questions based on what you really do.

Completing the survey is voluntary. Whether or not you answer the questions will not affect your grade in this class. If you are not comfortable answering a question, just leave it blank.

The questions that ask about your background will be used only to describe the types of students completing this survey. The information will not be used to find out your name. No names will ever be reported.

Make sure to read every question. Fill in the ovals completely. When you are finished, follow the instructions of the person giving you the survey.

Thank you very much for your help.

Directions

- Use a #2 pencil only.
- Make dark marks.
- Fill in a response like this: A B ● D.
- If you change your answer, erase your old answer completely.

1. How old are you?
 - A. 12 years old or younger
 - B. 13 years old
 - C. 14 years old
 - D. 15 years old
 - E. 16 years old
 - F. 17 years old
 - G. 18 years old or older

2. What is your sex?
 - A. Female
 - B. Male

3. In what grade are you?
 - A. 9th grade
 - B. 10th grade
 - C. 11th grade
 - D. 12th grade
 - E. Ungraded or other grade

4. Are you Hispanic or Latino?
 - A. Yes
 - B. No

5. What is your race? (Select one or more responses.)
 - A. American Indian or Alaska Native
 - B. Asian
 - C. Black or African American
 - D. Native Hawaiian or Other Pacific Islander
 - E. White

6. How tall are you without your shoes on?
 Directions: Write your height in the shaded blank boxes. Fill in the matching oval below each number.

Example

Height	
Feet	Inches
5	7
③	⑩
④	①
●	②
⑥	③
⑦	④
	⑤
	⑥
	●
	⑧
	⑨
	⑩
	⑪

7. How much do you weigh without your shoes on?
 Directions: Write your weight in the shaded blank boxes. Fill in the matching oval below each number.

Example

Weight		
Pounds		
1	5	2
①	⑥	⑦
●	①	①
②	②	●
③	③	③
	④	④
	●	⑤
	⑥	⑥
	⑦	⑦
	⑧	⑧
	⑨	⑨

8. During the past 12 months, how would you describe your grades in school?
 - A. Mostly A's
 - B. Mostly B's
 - C. Mostly C's
 - D. Mostly D's
 - E. Mostly F's
 - F. None of these grades
 - G. Not sure

The next 6 questions ask about safety.

9. When you rode a bicycle during the past 12 months, how often did you wear a helmet?
- A. I did not ride a bicycle during the past 12 months
 - B. Never wore a helmet
 - C. Rarely wore a helmet
 - D. Sometimes wore a helmet
 - E. Most of the time wore a helmet
 - F. Always wore a helmet
10. How often do you wear a seat belt when **driving** a car?
- A. I do not drive a car
 - B. Never
 - C. Rarely
 - D. Sometimes
 - E. Most of the time
 - F. Always
11. How often do you wear a seat belt when **riding** in a car driven by someone else?
- A. Never
 - B. Rarely
 - C. Sometimes
 - D. Most of the time
 - E. Always
12. During the past 30 days, how many times did you **ride** in a car or other vehicle **driven by someone who had been drinking alcohol**?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
13. During the past 30 days, how many times did you **drive** a car or other vehicle **when you had been drinking alcohol**?
- A. I did not drive a car or other vehicle during the past 30 days
 - B. 0 times
 - C. 1 time
 - D. 2 or 3 times
 - E. 4 or 5 times
 - F. 6 or more times

14. During the past 30 days, on how many days did you **text or e-mail** while **driving** a car or other vehicle?
- A. I did not drive a car or other vehicle during the past 30 days
 - B. 0 days
 - C. 1 or 2 days
 - D. 3 to 5 days
 - E. 6 to 9 days
 - F. 10 to 19 days
 - G. 20 to 29 days
 - H. All 30 days

The next 8 questions ask about violence-related behaviors.

15. During the past 30 days, on how many days did you **not** go to school because you felt you would be unsafe at school or on your way to or from school?
- A. 0 days
 - B. 1 day
 - C. 2 or 3 days
 - D. 4 or 5 days
 - E. 6 or more days
16. During the past 12 months, how many times were you in a physical fight in which you were injured and had to be treated by a doctor or nurse?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
17. During the past 12 months, how many times were you in a physical fight **on school property**?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or 7 times
 - F. 8 or 9 times
 - G. 10 or 11 times
 - H. 12 or more times
18. Have you ever been physically forced to have sexual intercourse when you did not want to?
- A. Yes
 - B. No

19. During the past 12 months, how many times did someone you were dating or going out with force you to do sexual things that you did not want to do? (Count such things as kissing, touching, or being physically forced to have sexual intercourse.)
- I did not date or go out with anyone during the past 12 months
 - 0 times
 - 1 time
 - 2 or 3 times
 - 4 or 5 times
 - 6 or more times
20. During the past 12 months, how many times have you experienced an unwanted sexual advance because of another student's drinking?
- I did not experience an unwanted sexual advance during the past 12 months
 - 0 times
 - 1 time
 - 2 or 3 times
 - 4 or 5 times
 - 6 or more times
21. During the past 12 months, how many times did someone you were dating or going out with physically hurt you on purpose? (Count such things as being hit, slammed into something, or injured with an object or weapon.)
- I did not date or go out with anyone during the past 12 months
 - 0 times
 - 1 time
 - 2 or 3 times
 - 4 or 5 times
 - 6 or more times
22. Have you ever seen or heard adults in your home slap, hit, kick, punch, or hurt each other?
- Yes
 - No

The next 2 questions ask about bullying. Bullying is when 1 or more students tease, threaten, spread rumors about, hit, shove, or hurt another student over and over again. It is not bullying when 2 students of about the same strength or power argue or fight or tease each other in a friendly way.

23. During the past 12 months, have you ever been bullied on school property?
- Yes
 - No
24. During the past 12 months, have you ever been electronically bullied? (Count being bullied through e-mail, chat rooms, instant messaging, websites, or texting.)
- Yes
 - No

The next question asks about hurting yourself on purpose.

25. During the past 12 months, how many times did you do something to purposely hurt yourself without wanting to die, such as cutting or burning yourself on purpose?
- 0 times
 - 1 time
 - 2 or 3 times
 - 4 or 5 times
 - 6 or more times

The next 4 questions ask about sad feelings and attempted suicide. Sometimes people feel so depressed about the future that they may consider attempting suicide, that is, taking some action to end their own life.

26. During the past 12 months, did you ever feel so sad or hopeless almost every day for two weeks or more in a row that you stopped doing some usual activities?
- Yes
 - No
27. During the past 12 months, did you ever seriously consider attempting suicide?
- Yes
 - No

28. During the past 12 months, how many times did you actually attempt suicide?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
29. **If you attempted suicide** during the past 12 months, did any attempt result in an injury, poisoning, or overdose that had to be treated by a doctor or nurse?
- A. **I did not attempt suicide** during the past 12 months
 - B. Yes
 - C. No

The next 7 questions ask about tobacco use.

30. How old were you when you smoked a whole cigarette for the first time?
- A. I have never smoked a whole cigarette
 - B. 8 years old or younger
 - C. 9 or 10 years old
 - D. 11 or 12 years old
 - E. 13 or 14 years old
 - F. 15 or 16 years old
 - G. 17 years old or older
31. During the past 30 days, on how many days did you smoke cigarettes?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days
32. During the past 30 days, on the days you smoked, how many cigarettes did you smoke **per day**?
- A. I did not smoke cigarettes during the past 30 days
 - B. Less than 1 cigarette per day
 - C. 1 cigarette per day
 - D. 2 to 5 cigarettes per day
 - E. 6 to 10 cigarettes per day
 - F. 11 to 20 cigarettes per day
 - G. More than 20 cigarettes per day

33. During the past 30 days, how did you **usually** get your own cigarettes? (Select only **one** response.)
- A. I did not smoke cigarettes during the past 30 days
 - B. I bought them in a store such as a convenience store, supermarket, discount store, or gas station
 - C. I got them on the Internet
 - D. I gave someone else money to buy them for me
 - E. I borrowed (or bummed) them from someone else
 - F. A person 18 years old or older gave them to me
 - G. I took them from a store or family member
 - H. I got them some other way
34. During the past 12 months, did you ever try **to quit** smoking cigarettes?
- A. I did not smoke during the past 12 months
 - B. Yes
 - C. No
35. During the past 30 days, on how many days did you use **chewing tobacco, snuff, or dip**, such as Redman, Levi Garrett, Beechnut, Skoal, Skoal Bandits, or Copenhagen?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days
36. During the past 30 days, on how many days did you smoke **cigars, cigarillos, or little cigars**?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

The next question asks about electronic vapor products, such as blu, NJOY, or Starbuzz.

Electronic vapor products include e-cigarettes, e-cigars, e-pipes, vape pipes, vaping pens, e-hookahs, and hookah pens.

37. During the past 30 days, on how many days did you use an electronic vapor product?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

The next 4 questions ask about drinking alcohol. This includes drinking beer, wine, wine coolers, and liquor such as rum, gin, vodka, or whiskey. For these questions, drinking alcohol does not include drinking a few sips of wine for religious purposes.

38. How old were you when you had your first drink of alcohol other than a few sips?
- A. I have never had a drink of alcohol other than a few sips
 - B. 8 years old or younger
 - C. 9 or 10 years old
 - D. 11 or 12 years old
 - E. 13 or 14 years old
 - F. 15 or 16 years old
 - G. 17 years old or older
39. During the past 30 days, on how many days did you have at least one drink of alcohol?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

40. During the past 30 days, on how many days did you have 5 or more drinks of alcohol in a row, that is, within a couple of hours?
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 to 5 days
 - E. 6 to 9 days
 - F. 10 to 19 days
 - G. 20 or more days

41. During the past 30 days, how did you usually get the alcohol you drank?
- A. I did not drink alcohol during the past 30 days
 - B. I bought it in a store such as a liquor store, convenience store, supermarket, discount store, or gas station
 - C. I bought it at a restaurant, bar, or club
 - D. I bought it at a public event such as a concert or sporting event
 - E. I gave someone else money to buy it for me
 - F. Someone gave it to me
 - G. I took it from a store or family member
 - H. I got it some other way

The next 3 questions ask about marijuana use. Marijuana also is called grass or pot.

42. How old were you when you tried marijuana for the first time?
- A. I have never tried marijuana
 - B. 8 years old or younger
 - C. 9 or 10 years old
 - D. 11 or 12 years old
 - E. 13 or 14 years old
 - F. 15 or 16 years old
 - G. 17 years old or older
43. During the past 30 days, how many times did you use marijuana?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

44. During your life, have you ever come to school high on marijuana?
- A. Yes
 - B. No

The next 9 questions ask about other drugs.

45. During your life, how many times have you used **any** form of cocaine, including powder, crack, or freebase?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

46. During your life, how many times have you sniffed glue, breathed the contents of aerosol spray cans, or inhaled any paints or sprays to get high?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

47. During your life, how many times have you used **heroin** (also called smack, junk, or China White)?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

48. During your life, how many times have you used **methamphetamines** (also called speed, crystal, crank, or ice)?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

49. During your life, how many times have you used **ecstasy** (also called MDMA)?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

50. During your life, how many times have you used **synthetic marijuana** (also called K2, Spice, fake weed, King Kong, Yucatan Fire, Skunk, or Moon Rocks)?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

51. During your life, how many times have you taken a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

52. During the past 30 days, how many times did you take a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

53. During the past 12 months, has anyone offered, sold, or given you an illegal drug on **school property**?
- A. Yes
 - B. No

The next 6 questions ask about sexual behavior.

54. Have you ever had sexual intercourse?
A. Yes
B. No
55. How old were you when you had sexual intercourse for the first time?
A. I have never had sexual intercourse
B. 11 years old or younger
C. 12 years old
D. 13 years old
E. 14 years old
F. 15 years old
G. 16 years old
H. 17 years old or older
56. During the past 3 months, with how many people did you have sexual intercourse?
A. I have never had sexual intercourse
B. I have had sexual intercourse, but not during the past 3 months
C. 1 person
D. 2 people
E. 3 people
F. 4 people
G. 5 people
H. 6 or more people
57. Did you drink alcohol or use drugs before you had sexual intercourse the last time?
A. I have never had sexual intercourse
B. Yes
C. No
58. The last time you had sexual intercourse, did you or your partner use a condom?
A. I have never had sexual intercourse
B. Yes
C. No

59. The last time you had sexual intercourse, what one method did you or your partner use to prevent pregnancy? (Select only one response.)
A. I have never had sexual intercourse
B. No method was used to prevent pregnancy
C. Birth control pills
D. Condoms
E. An IUD (such as Mirena or ParaGard) or implant (such as Implanon or Nexplanon)
F. A shot (such as Depo-Provera), patch (such as Ortho Evra), or birth control ring (such as NuvaRing)
G. Withdrawal or some other method
H. Not sure

The next 2 questions ask about body weight.

60. Which of the following are you trying to do about your weight?
A. Lose weight
B. Gain weight
C. Stay the same weight
D. I am not trying to do anything about my weight
61. During the past 30 days, did you eat less food, fewer calories, or foods low in fat to lose weight or to keep from gaining weight?
A. Yes
B. No

The next question asks about the soda you drank during the past 7 days.

62. During the past 7 days, how many times did you drink a can, bottle, or glass of soda or pop, such as Coke, Pepsi, or Sprite? (Do not count diet soda or diet pop.)
A. I did not drink soda or pop during the past 7 days
B. 1 to 3 times during the past 7 days
C. 4 to 6 times during the past 7 days
D. 1 time per day
E. 2 times per day
F. 3 times per day
G. 4 or more times per day

The next 4 questions ask about physical activity.

63. During the past 7 days, on how many days were you physically active for a total of **at least 60 minutes per day**? (Add up all the time you spent in any kind of physical activity that increased your heart rate and made you breathe hard some of the time.)
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 days
 - E. 4 days
 - F. 5 days
 - G. 6 days
 - H. 7 days
64. On an average school day, how many hours do you watch TV?
- A. I do not watch TV on an average school day
 - B. Less than 1 hour per day
 - C. 1 hour per day
 - D. 2 hours per day
 - E. 3 hours per day
 - F. 4 hours per day
 - G. 5 or more hours per day
65. On an average school day, how many hours do you play video or computer games or use a computer for something that is not school work? (Count time spent on things such as Xbox, PlayStation, an iPod, an iPad or other tablet, a smartphone, YouTube, Facebook, or other social networking tools, and the Internet.)
- A. I do not play video or computer games or use a computer for something that is not school work
 - B. Less than 1 hour per day
 - C. 1 hour per day
 - D. 2 hours per day
 - E. 3 hours per day
 - F. 4 hours per day
 - G. 5 or more hours per day
66. During this school year, in how many seasons (fall, winter, spring) will you play on any of your school's sports teams?
- A. 0 seasons
 - B. 1 season
 - C. 2 seasons
 - D. 3 seasons

The next 5 questions ask about other health related behaviors

67. During the past 12 months, how many times did you use an indoor tanning device such as a sunlamp, sunbed, or tanning booth? (Do **not** count getting a spray-on tan.)
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
68. When was the last time you saw a dentist for a check-up, exam, teeth cleaning, or other dental work?
- A. During the past 12 months
 - B. Between 12 and 24 months ago
 - C. More than 24 months ago
 - D. Never
 - E. Not sure
69. When was the last time you saw a doctor or a nurse for a check-up or physical exam when you were not sick or injured?
- A. During the past 12 months
 - B. Between 12 and 24 months ago
 - C. More than 24 months ago
 - D. Never
 - E. Not sure
70. Has a doctor or nurse ever told you that you have asthma?
- A. Yes
 - B. No
 - C. Not sure
71. On an average school night, how many hours of sleep do you get?
- A. 4 or less hours
 - B. 5 hours
 - C. 6 hours
 - D. 7 hours
 - E. 8 hours
 - F. 9 hours
 - G. 10 or more hours

The next 10 questions ask about your family, your community, and your activities.

72. Do you have someone in your family (a parent, brother, or sister) who is currently in the military (Air Force, Army, Marines, National Guard, Navy, or Reserves)?
- A. Yes
 - B. No
73. During the past 12 months, have either of your parents or other adults in your family been in jail or in prison?
- A. Yes
 - B. No
 - C. Not sure
74. Do you agree or disagree that your parents or other adults in your family have clear rules and consequences for your behavior?
- A. Strongly agree
 - B. Agree
 - C. Not sure
 - D. Disagree
 - E. Strongly disagree
75. How often did you go hungry because there was not enough food in your home?
- A. Never
 - B. Rarely
 - C. Sometimes
 - D. Most of the time
 - E. Always
76. Have you ever lived with anyone who had a problem with alcohol or drugs?
- A. Yes
 - B. No
 - C. Not sure
77. During the past 12 months, have you talked with at least one of your parents about the dangers of tobacco, alcohol, or drug use?
- A. Yes
 - B. No
 - C. Not sure
78. During the past 12 months, do you recall hearing, reading or seeing a public message about avoiding alcohol or other illegal drugs?
- A. Yes
 - B. No
 - C. Not sure
79. When you feel sad, empty, hopeless, angry, or anxious, with whom would you most likely talk about it?
- A. I do not feel sad, empty, hopeless, angry, or anxious
 - B. Parent or other adult family member
 - C. Teacher or other adult in this school
 - D. Other adult
 - E. Friend
 - F. Sibling
 - G. Not sure
80. During the past 30 days, how many times did you perform any organized community service as a non-paid volunteer, such as serving meals to the elderly, picking up litter, helping out at a hospital, or building homes for the poor?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
81. During an average week when you are in school, how many total hours do you participate in activities run by community groups? (Count time spent on activities run by 4-H, Boys and Girls Club, YMCA, sports clubs, or church groups.)
- A. 0 hours
 - B. 1 to 4 hours
 - C. 5 to 9 hours
 - D. 10 to 19 hours
 - E. 20 or more hours

The next 5 questions ask about the perceived harm from cigarettes, alcohol, and other drug use.

82. How much do you think people risk harming themselves (physically or in other ways) if they smoke one or more packs of cigarettes per day?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk
83. How much do you think people risk harming themselves (physically or in other ways) if they have one or two drinks of alcohol nearly every day?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk
84. How much do you think people risk harming themselves (physically or in other ways) if they have five or more drinks of alcohol (beer, wine, or liquor) once or twice a week?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk
85. How much do you think people risk harming themselves (physically or in other ways) if they use marijuana once or twice a week?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk
86. How much do you think people risk harming themselves (physically or in other ways) if they take a prescription drug (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk

The next 9 questions ask about attitudes towards cigarettes, alcohol and other drug use.

87. How wrong do **your friends** feel it would **be for you** to smoke tobacco?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure
88. How wrong do **your friends** feel it would **be for you** to have one or two drinks of an alcoholic beverage (beer wine, or liquor) nearly every day?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure
89. How wrong do **your friends** feel it would **be for you** to smoke marijuana?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure
90. How wrong do **your friends** feel it would **be for you** to take a prescription drug (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure
91. How wrong do your parents feel it would be for you to smoke tobacco?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure

92. How wrong do your parents feel it would be for you to have one or two drinks of an alcoholic beverage (beer, wine, or liquor) nearly every day?
- Very wrong
 - Wrong
 - A little bit wrong
 - Not at all wrong
 - Not sure
93. How wrong do your parents feel it would be for you to smoke marijuana?
- Very wrong
 - Wrong
 - A little bit wrong
 - Not at all wrong
 - Not sure
94. How wrong do your parents feel it would be for you to take a prescription drug (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- Very wrong
 - Wrong
 - A little bit wrong
 - Not at all wrong
 - Not sure
95. How do you feel about someone your age having one or two drinks of alcohol (beer, wine, or liquor) nearly every day?
- Strongly approve
 - Approve
 - Neither approve nor disapprove
 - Disapprove
 - Strongly disapprove

The next 4 questions ask about availability of cigarettes, alcohol, and other drug use.

96. If you wanted to get some cigarettes, how hard or easy would it be for you to get some?
- Very hard
 - Sort of hard
 - Sort of easy
 - Very easy
97. If you wanted to get some alcohol (beer, wine, or liquor) how hard or easy would it be for you to get some?
- Very hard
 - Sort of hard
 - Sort of easy
 - Very easy
98. If you wanted to get some marijuana, how hard or easy would it be for you to get some?
- Very hard
 - Sort of hard
 - Sort of easy
 - Very easy
99. If you wanted to get a prescription drug (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription, how hard or easy would it be for you to get some?
- Very hard
 - Sort of hard
 - Sort of easy
 - Very easy

This is the end of the survey.

Thank you very much for your help.

2015 Middle School Youth Risk Behavior Survey

This survey is about health behavior. It has been developed so you can tell us what you do that may affect your health. The information you give will be used to improve health education for young people like yourself.

DO NOT write your name on this survey. The answers you give will be kept private. No one will know what you write. Answer the questions based on what you really do.

Completing the survey is voluntary. Whether or not you answer the questions will not affect your grade in this class. If you are not comfortable answering a question, just leave it blank.

The questions that ask about your background will be used only to describe the types of students completing this survey. The information will not be used to find out your name. No names will ever be reported.

Make sure to read every question. Fill in the ovals completely. When you are finished, follow the instructions of the person giving you the survey.

Thank you very much for your help.

DIRECTIONS

- Use a #2 pencil only.
- Make dark marks.
- Fill in a response like this: A B C D
- If you change your answer, erase your old answer completely.

1. How old are you?
 - A. 10 years old or younger
 - B. 11 years old
 - C. 12 years old
 - D. 13 years old
 - E. 14 years old
 - F. 15 years old
 - G. 16 years old or older

2. What is your sex?
 - A. Female
 - B. Male

3. In what grade are you?
 - A. 6th grade
 - B. 7th grade
 - C. 8th grade
 - D. Ungraded or other grade

4. What is your race? **(Select one or more responses.)**
 - A. American Indian or Alaska Native
 - B. Asian
 - C. Black or African American
 - D. Native Hawaiian or Other Pacific Islander
 - E. White
 - F. Hispanic or Latino

5. During the past 12 months, how would you describe your grades in school?
 - A. Mostly A's
 - B. Mostly B's
 - C. Mostly C's
 - D. Mostly D's
 - E. Mostly F's
 - F. None of these grades
 - G. Not Sure

The next 4 questions ask about safety.

6. **When you ride a bicycle**, how often do you wear a helmet?
 - A. I do not ride a bicycle
 - B. Never wear a helmet
 - C. Rarely wear a helmet
 - D. Sometimes wear a helmet
 - E. Most of the time wear a helmet
 - F. Always wear a helmet

7. How often do you wear a seat belt when **riding** in a car?
- A. Never
 - B. Rarely
 - C. Sometimes
 - D. Most of the time
 - E. Always
8. Have you ever ridden in a car driven by someone who had been drinking alcohol?
- A. Yes
 - B. No
 - C. Not sure

The next 6 questions ask about violence-related behaviors.

9. Have you ever carried a **weapon**, such as a gun, knife, or club?
- A. Yes
 - B. No
10. Have you ever **not** gone to school because you felt you would be unsafe at school or on your way to or from school?
- A. Yes
 - B. No
11. Have you ever been in a physical fight in which you were hurt and had to be treated by a doctor or nurse?
- A. Yes
 - B. No
12. Have you ever been in a physical fight on school property?
- A. Yes
 - B. No
13. Have you ever been forced to have sexual intercourse when you did not want to?
- A. Yes
 - B. No

The next 2 questions ask about bullying. Bullying is when 1 or more students tease, threaten, spread rumors about, hit, shove, or hurt another student over and over again. It is not bullying when 2 students of about the same strength or power argue or fight or tease each other in a friendly way.

14. Have you ever been bullied **on school property**?
- A. Yes
 - B. No
15. Have you ever been **electronically** bullied? (Count being bullied through e-mail, chat rooms, instant messaging, websites, or texting.)
- A. Yes
 - B. No

The next question asks about hurting yourself on purpose.

16. Have you ever done something to purposefully hurt yourself without wanting to die, such as cutting or burning yourself on purpose?

- A. Yes
- B. No

The next 4 questions ask about sad feelings and attempted suicide. Sometimes people feel so depressed about the future that they may consider attempting suicide or killing themselves.

17. Have you ever felt so sad or hopeless almost every day for two weeks or more in a row that you stopped doing some usual activities?

- A. Yes
- B. No

18. Have you ever **seriously thought** about killing yourself?

- A. Yes
- B. No

19. Have you ever made a **plan** about how you would kill yourself?

- A. Yes
- B. No

20. Have you ever **tried** to kill yourself?

- A. Yes
- B. No

The next 8 questions ask about tobacco use.

21. Have you ever tried cigarette smoking, even one or two puffs?

- A. Yes
- B. No

22. How old were you when you smoked a whole cigarette for the first time?

- A. I have never smoked a whole cigarette
- B. 8 years old or younger
- C. 9 years old
- D. 10 years old
- E. 11 years old
- F. 12 years old
- G. 13 years old
- H. 14 years old or older

23. Have you ever smoked cigarettes daily, that is, at least one cigarette every day for 30 days?

- A. Yes
- B. No

24. How do you **usually** get your own cigarettes? (Select only **one** response.)
- A. I do not smoke cigarettes
 - B. I bought them in a store such as a convenience store, supermarket, discount store, or gas station
 - C. I bought them from a vending machine
 - D. I gave someone else money to buy them for me
 - E. I borrowed (or bummed) them from someone else
 - F. A person 18 years old or older gave them to me
 - G. I took them from a store or family member
 - H. I got them some other way

25. During the past 30 days, on how many days did you smoke cigarettes?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

26. Have you ever used tobacco products other than cigarettes, such as chewing tobacco, snuff, dip, or cigars?
- A. Yes
 - B. No

The next 2 questions ask about drinking alcohol. This includes drinking beer, wine, wine coolers, and liquor such as rum, gin, vodka, or whiskey. For these questions, drinking alcohol does not include drinking a few sips of wine for religious purposes.

27. Have you ever had a drink of alcohol, other than a few sips?
- A. Yes
 - B. No

28. Have you had a drink of alcohol within the past 30 days, other than a few sips?
- A. Yes
 - B. No

29. How old were you when you had your first drink of alcohol other than a few sips?
- A. I have never had a drink of alcohol other than a few sips
 - B. 8 years old or younger
 - C. 9 years old
 - D. 10 years old
 - E. 11 years old
 - F. 12 years old
 - G. 13 years old
 - H. 14 years old or older

30. Have you ever had 5 or more drinks of alcohol in a row, that is, within a couple of hours?
- A. Yes
 - B. No

31. How do you usually get the alcohol you drink?
- A. I do not drink alcohol
 - B. I buy it in a store such as a liquor store, convenience store, supermarket, discount store, or gas station
 - C. I buy it in a restaurant, bar, or club
 - D. I buy it at a public event such as a concert or sporting event
 - E. I gave someone else money to buy it for me
 - F. Someone gave it to me
 - G. I took it from a store or family member
 - H. I got it some other way

The next 2 questions ask about marijuana use. Marijuana also is called weed, grass, or pot.

32. Have you ever used marijuana?
- A. Yes
 - B. No
33. How old were you when you tried marijuana for the first time?
- A. I have never tried marijuana
 - B. 8 years old or younger
 - C. 9 years old
 - D. 10 years old
 - E. 11 years old
 - F. 12 years old
 - G. 13 years old
 - H. 14 years old or older

The next 4 questions ask about other drugs.

34. Have you ever used synthetic marijuana (also called K2 or Spice)?
- A. Yes
 - B. No
35. Have you ever used **any** form of cocaine, including powder, crack, or freebase?
- A. Yes
 - B. No
36. Have you ever sniffed glue, breathed the contents of spray cans, or inhaled any paints or sprays to get high?
- A. Yes
 - B. No
37. Have you ever taken **steroid pills or shots** without a doctor's prescription?
- A. Yes
 - B. No
38. Have you ever taken a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. Yes
 - B. No

39. Have you ever taken an **over-the-counter drug** (such as cough medicine, allergy medicine, or pain relievers) to get high?
- A. Yes
 - B. No

The next 4 questions ask about sexual intercourse.

40. Have you ever had sexual intercourse?
- A. Yes
 - B. No
41. How old were you when you had sexual intercourse for the first time?
- A. I have never had sexual intercourse
 - B. 8 years old or younger
 - C. 9 years old
 - D. 10 years old
 - E. 11 years old
 - F. 12 years old
 - G. 13 years old
 - H. 14 years old or older
42. With how many people have you ever had sexual intercourse?
- A. I have never had sexual intercourse
 - B. 1 person
 - C. 2 people
 - D. 3 people
 - E. 4 people
 - F. 5 people
 - G. 6 or more people
43. The **last time** you had sexual intercourse, did you or your partner use a condom?
- A. I have never had sexual intercourse
 - B. Yes
 - C. No

The next 5 questions ask about body weight.

44. How do **you** describe your weight?
- A. Very underweight
 - B. Slightly underweight
 - C. About the right weight
 - D. Slightly overweight
 - E. Very overweight
45. Have you ever exercised to lose weight or to keep from gaining weight?
- A. Yes
 - B. No

46. Have you ever eaten less food, fewer calories, or foods low in fat to lose weight or to keep from gaining weight?
A. Yes
B. No
47. Have you ever **gone without eating for 24 hours or more** (also called fasting) to lose weight or to keep from gaining weight?
A. Yes
B. No
48. Have you ever **taken any diet pills, powders, or liquids** without a doctor's advice to lose weight or to keep from gaining weight? (Do **not** count meal replacement products such as Slim Fast.)
A. Yes
B. No
49. Have you ever **vomited or taken laxatives** to lose weight or to keep from gaining weight?
A. Yes
B. No

The next question asks about eating habits.

50. During the past 7 days, on how many days did you eat **breakfast**?
A. 0 days
B. 1 day
C. 2 days
D. 3 days
E. 4 days
F. 5 days
G. 6 days
H. 7 days
51. Have you ever gone hungry because there was not enough food in your home?
A. Yes
B. No

The next 5 questions ask about physical activity.

52. During the past 7 days, on how many days were you physically active for a total of **at least 60 minutes per day**? (Add up all the time you spent in any kind of physical activity that increased your heart rate and made you breathe hard some of the time.)
A. 0 days
B. 1 day
C. 2 days
D. 3 days
E. 4 days
F. 5 days
G. 6 days
H. 7 days

53. On an average school day, how many hours do you watch TV?
- A. I do not watch TV on an average school day
 - B. Less than 1 hour per day
 - C. 1 hour per day
 - D. 2 hours per day
 - E. 3 hours per day
 - F. 4 hours per day
 - G. 5 or more hours per day
54. On an average school day, how many hours do you play video or computer games or use a computer for something that is not school work? (Count time spent on things such as Xbox, PlayStation, an iPod, an iPad or other tablet, a smartphone, YouTube, Facebook or other social networking tools, and the Internet.)
- A. I do not play video or computer games or use a computer for something that is not school work
 - B. Less than 1 hour per day
 - C. 1 hour per day
 - D. 2 hours per day
 - E. 3 hours per day
 - F. 4 hours per day
 - G. 5 or more hours per day
55. In an average week when you are in school, on how many days do you go to physical education (PE) classes?
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 days
 - E. 4 days
 - F. 5 days
56. During the past 12 months, on how many sports teams did you play? (Count any teams run by your school or community groups.)
- A. 0 teams
 - B. 1 team
 - C. 2 teams
 - D. 3 or more teams

The next 2 questions ask about other health-related topics.

57. When was the last time you saw a doctor or nurse for a check-up or physical exam when you were not sick or injured?
- A. During the past 12 months
 - B. Between 12 and 24 months ago
 - C. More than 24 months ago
 - D. Never
 - E. Not sure

58. When was the last time you saw a dentist for a check-up, exam, teeth cleaning, or other dental work?
- A. During the past 12 months
 - B. Between 12 and 24 months ago
 - C. More than 24 months ago
 - D. Never
 - E. Not sure
59. Which of the following best describes you?
- A. Heterosexual (straight)
 - B. Gay or lesbian
 - C. Bisexual
 - D. Not sure
60. Are either of your parents or other adults in your family serving on active duty in the military?
- A. Yes
 - B. No
61. Have you ever been taught about AIDS or HIV infection in school?
- A. Yes
 - B. No
 - C. Not sure

The next X questions ask about your family, your activities, and your community.

62. Do you agree or disagree that your parents or other adults in your family have clear rules and consequences for your behavior?
- A. Strongly agree
 - B. Agree
 - C. Not sure
 - D. Disagree
 - E. Strongly disagree
63. During the past 12 months, have you talked with at least one of your parents about the dangers of tobacco, alcohol, or drug use?
- A. Yes
 - B. No
 - C. Not sure
64. During the past 12 months, in how many extracurricular activities did you participate (such as school clubs, Girl Scouts, Cub Scouts, band, chorus, martial arts, dance, or church groups), not including sports teams?
- A. None
 - B. 1 activity
 - C. 2 activities
 - D. 3 activities
 - E. 4 or more activities
65. Do you agree or disagree that in your community you feel like you matter to people?
- A. Strongly agree
 - B. Agree
 - C. Not sure
 - D. Disagree
 - E. Strongly disagree

The next 5 questions ask about the perceived harm from drug use.

66. How much do you think people risk harming themselves (physically or in other ways) if they smoke one or more packs of **cigarettes** per day?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk
67. How much do you think people risk harming themselves (physically or in other ways) if they take one or two drinks of an **alcoholic beverage** nearly every day?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk
68. How much do you think people risk harming themselves (physically or in other ways) if they use **marijuana** once or twice a week?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk
69. How much do you think people risk harming themselves (physically or in other ways) if they take a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. No risk
 - B. Slight risk
 - C. Moderate risk
 - D. Great risk

The next 9 questions ask about attitudes toward cigarette, alcohol, and other drug use.

70. How wrong do your **friends** feel it would be for you to **drink alcohol** (beer, wine, or liquor) nearly every day?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure
71. How wrong do your **friends** feel it would be for you to **smoke marijuana**?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure

72. How wrong do your **friends** feel it would be for you to take a **prescription drug** (such as OxyCotin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure
73. How wrong do your **parents** feel it would be for you to **drink alcohol** (beer, wine, or liquor) nearly every day?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure
74. How wrong do your **parents** feel it would be for you to **smoke marijuana**?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure
75. How wrong do your **parents** feel it would be for you to take a **prescription drug** (such as OxyCotin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure

***This is the end of the survey.
Thank you very much for your help.***

FRANCIS X. BRUTON, III
CATHERINE A. BERUBE

OF COUNSEL
JAMES H. SCHULTE

Bruton & Berube, PLLC

ATTORNEYS AT LAW

798 Central Avenue
Dover, NH 03820

TEL (603) 749-4529
(603) 743-6300
FAX (603) 343-2986

www.brutonlaw.com

December 5, 2014

Elementary School Nursing Association
Attn: Elaine M. Arbour, Ed.D., Superintendent
288 Central Ave.
Dover, NH 03820-4181

Dear Dr. Arbour:

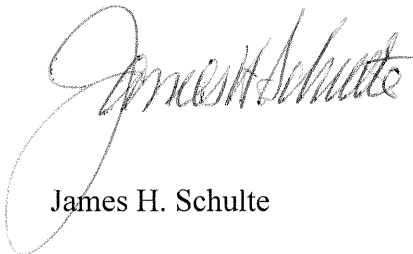
Re: Frank Cunningham Trust

I am enclosing a check for \$1,300.00 which is being forwarded in accordance with the terms of Frank Cunningham's will.

Please date and sign the enclosed receipt which sets forth the conditions of the payment and return it to this office.

Thank you, and if you have any questions, do not hesitate to call.

Sincerely,



James H. Schulte

JHS/sle
Enc.

RE: TRUST U/W/O FRANK CUNNINGHAM

RECEIPT FOR TRUST DISTRIBUTION

The undersigned hereby acknowledges receipt of the following sums from the Trustee u/w/o Frank Cunningham in accordance with the terms of paragraphs Third(9)(b):

One Thousand Three Hundred Dollars (\$1,300.00) “for the benefit of the worthy poor ...residing in...Dover regardless of race, creed or color.” This distribution will be segregated and used strictly for that purpose. It will not be invested or spent for other purposes, nor will it be commingled with funds not otherwise similarly utilized.

Dated: _____, 2014

ELEMENTARY SCHOOL NURSING ASSOCIATION

By _____

Print Name: _____

ELAINE M. ARBOUR Ed.D.
Superintendent of Schools

KAREN M. TAYLOR
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

MEMORANDUM

TO: Dr. Elaine Arbour, Superintendent of Schools
Members Dover School Board

FROM: Karen M. Taylor, Business Administrator

DATE: December 18, 2014

RE: Student Tuition Rates for FY: 2014-2015

For your approval, listed below are the final tuition rates for school districts in New Hampshire and Maine who send their students through the Dover School System. The rates list Barrington and Nottingham School Districts separately as each District has their own separate contract.

Please let me know if you have any questions concerning these fees.

	Elementary	Middle	High
*Per Pupil Cost-6/30/14 DOE-25	\$9,817.11	\$9,241.00	\$11,476.66
Barrington	0	0	\$12,669.93
Nottingham	0	0	\$11,515.88
*Vocational Tuition	0	0	\$11,476.66
Other NH and Maine Districts	\$10,405.43	\$9,810.70	\$12,138.55

***Pending final approval of the Department of Education Form DOE-25**

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

ANTONIO J. FERNANDES, JR.
Interim Superintendent

KAREN M. TAYLOR
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
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FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

TO: Members Dover School Board
FROM: Karen M. Taylor, Business Administrator
DATE: January 12, 2015
RE: Results of Request for Proposal for Garrison Roof Consultant

On December 10, 2014 the Dover School District issued the following Request for Proposal.

The Dover School District, SAU #11, of Dover NH is seeking proposals from qualified firms to perform Professional Services involving Investigation, Design, Construction Documents, Project Management and Construction Management for Roof Replacement at the Garrison Elementary School, located at 50 Garrison Road, Dover, NH 03820. Consulting firm may not be affiliated with a roofing contractor or roofing materials supplier.

- Services to include investigation of the existing low slope roofs utilizing documents, onsite investigation, infrared scans, core samples, and other relevant means
- Provide Designs of roof options and Project Management services from start to finish of removal and installation of roofing systems.
- The work involves designated low slope roof areas.
- The services entail Investigation, Design and Project Management services for removal.
- Replacement of the existing roof assemblies.
- Evaluate and suggest repairs to masonry and chimney on this roof.

One response was received from ARM Roof Consultants from North Hampton, NH. I have attached a copy of the cover letter received from them which provides a summary of their skills and experience as well as the cost proposal for your review.

I am recommending that we accept the proposal from ARM Roof Consultants. Comment and concerns from the community regarding the selection of the proper roof are significant enough to warrant this type of service.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

RFP- Roof Design Consultant for Garrison Elementary School Roof Cost Proposal.

**SAU#11, Dover School District
McConnell Center
Attn: Karen Taylor
61 Locust Street, Suite 409
Dover NH 03820**

DUE DECEMBER 22, 2014 by 11:00 am



COST PROPOSAL

December 18, 2014

Karen Taylor
Business Administrator
SAU#11 - Dover School District
61 Locust Street, Suite 409
Dover, NH 03820
k.m.taylor@dover.k12.nh.us



RE: Garrison Elementary School
Request For Proposal

We, at **ARM**, propose to provide **professional roof management services** for the School District, SAU#11, in The City of Dover, at the following location:

GARRISON ELEMENTARY SCHOOL
50 Garrison Road
Dover, NH 03820

The services involve investigation, design and project management services for replacement of the existing roof assembly. The scope is outlined as follows:

A. SCHEMATIC DESIGN:

1. Review of records, plans, specifications and other documents pertaining to the project.
2. Investigate and review local codes and ordinances to ensure that the project conforms to building and wind uplift criteria established for the region.

B. PRELIMINARY DESIGN DEVELOPMENT:

1. Detailed investigation of existing roof system and related components including insulation, flashings, counter-flashings, parapet walls, expansion joints and flashing details of rooftop units and other associated penetrations.
2. Evaluate existing drainage system to determine the possible need for tapered insulation and/or additional drains.
3. Extract core samples from each area designated for re-roofing and provide laboratory documentation showing that the samples have been tested for asbestos (if needed).
4. Provide limited visual inspection of structural deck, where accessible, to assist in determining the need for repair of decking or drainage components, (No structural survey completed).



5. Engage the services of a roofing Contractor to make several large test cuts, enabling fastener and adhesive pull tests, on the concrete deck to be conducted. Thus, allowing a more detailed evaluation to review the overall conditions and make design recommendations for the new assembly.
6. Present various options and a preliminary design plan for re-roofing; based on investigation, budget figures and the operational goals of The City of Dover School District (SAU#11).
7. Submit an updated statement of probable construction costs.

C. CONSTRUCTION DOCUMENTS:

1. Upon approval of the preliminary design development, prepare detailed plans and drawings for the work. Plans shall include a roof plan of the entire facility showing all penetrations and equipment as well as detail drawings for all flashings, coping caps and other details.
2. Develop complete specifications (CSI format) for all work including deck repair. Specifications shall outline the type and quality of all materials and establish construction standards for the work.
3. Provide Bid forms.

D. PROJECT MANAGEMENT:

1. Conduct Pre-bid meeting and roof walkover with designated roofing contractors. Minimum agenda will include review of specifications and plans, safety requirements, set up areas and other pertinent business related to the project.
2. Assist owner in reviewing bids and conduct telephone conference with the successful bidder to ensure that the bidder understands all aspects of the project and is able and willing to comply with the project timeline.
3. Schedule and conduct Pre-construction meeting and roof walkover with successful contractor's foreman. The purpose of this meeting is to familiarize foreman with site and to review specifications, safety requirements and answer any questions.
4. Review contractor's submittal data, drawings and samples.
5. Perform Final inspection and project close-out at completion of project, providing contractor with punch list, if necessary.
6. At completion, a binder will be assembled containing all documentation associated with the project. Specifications, drawings, laboratory tests, photos, daily field reports, warranty and all written correspondence will be included.

Advanced Roof Management Associates, Inc.
P.O. Box 628
North Hampton, NH 03862
Phone: (603) 964-1335
Fax: (603) 964-2922



E. ON-SITE Construction Management: (Billed Separately)

1. Provide on-site inspection throughout all critical phases of project. Inspector will not be present during set-up and clean-up operations, unless requested. Photographs of work in progress will be submitted along with daily field reports recording the day's events. Work progress, field observations, quality standards, proposed changes and other business relating to the project will be reviewed.

DESIGN COST PRICING

1. Schematic Design & Project Acceptance	\$ 6,000.00
2. Preliminary Design Development	\$ 6,000.00
3. Construction Documents	\$ 6,000.00
4. Project Management	\$ 900.00

Total (Does NOT include CM*) **\$ 18,900.00**

ITEMS BILLED SEPARATELY *

6. On-site Construction Management * \$120.00 per hour plus travel expense of \$22/visit.
* (NOTE: On-Site Construction Management billed separately/hourly from Design Cost.)

On-site Construction Management (CM) Estimated Costs

We recommend (2) full days for the 1st week of construction and then (2) half days each week for the duration of the project, which is expected to be 5 weeks +/-.

Estimate NTE \$6,000.00 additional expense for CM Budget.

7. Additional consulting \$120.00 per hour plus mileage.

DESIGN COST PAYMENTS

Payment One (\$ 18,000.00) upon	Completion and Delivery of Specifications/Plans
Payment Two (\$ 900.00) upon:	Completion of the Final Inspection

Total Design \$18,900.00

Termination:

This agreement may be terminated by written notice at any time. Payment for services rendered prior to receipt of that notice will be due at that time.

Sincerely,

Steven M. Burns – President

Advanced Roof Management Associates, Inc.
P.O. Box 628
North Hampton, NH 03862
Phone: (603) 964-1335
Fax: (603) 964-2922



ACCEPTED BY:

Authorized signature

Date

December 2014 Condition of Accounts

General Fund

General Fund - Description	FY15 Budget	FY 15 Actual to Date	Over/(Under) Budget
Revenues			
Tuition-Regular-Other NH Districts	\$ 14,797	\$ -	\$ (14,797)
Tuition-Barrington-DHS	\$ 2,527,237	\$ 677,072	\$ (1,850,165)
Tuition-Nottingham-DHS	\$ 1,206,499	\$ 315,321	\$ (891,178)
Tuition-SPED Aides	\$ 37,500	\$ -	\$ (37,500)
Tuition-CAREER AND TECH-NH Districts	\$ 51,000	\$ 25,224	\$ (25,776)
Tuition-CAREER AND TECH-Out of State (Maine)	\$ 22,000	\$ -	\$ (22,000)
Tuition-Preschool Program	\$ 8,000	\$ 6,900	\$ (1,100)
Tuition - Summer School	\$ -	\$ 3,013	\$ 3,013
Athletic Transportation - DMS	\$ 12,000	\$ 6,381	\$ (5,619)
Athletic Transportation - DHS	\$ 40,000	\$ 16,404	\$ (23,596)
DHS Transportation	\$ 17,250	\$ 18,848	\$ 1,598
Other Local Revenue	\$ 32,782	\$ 1,692	\$ (31,090)
State Adequate Education Grant	\$ 7,058,518	\$ 1,411,704	\$ (5,646,814)
School Building Aid	\$ 675,018	\$ 337,509	\$ (337,509)
Catastrophic Aid	\$ 170,000	\$ 230,961	\$ 60,961
CAREER TECH Tuition Aid	\$ 100,000	\$ 227,128	\$ 127,128
CAREER TECH Transportation Aid	\$ 10,000	\$ 3,029	\$ (6,971)
Indirect Cost Allocation	\$ 85,000	\$ 10,311	\$ (74,689)
Impact Aid	\$ 2,500	\$ -	\$ (2,500)
Adult Basic Ed. Reimbursement	\$ 65,000	\$ -	\$ (65,000)
Medicaid Distribution	\$ 250,000	\$ 206,067	\$ (43,933)
Transfer from Capital Reserves, (includes Impact Fees)	\$ 200,000	\$ -	\$ (200,000)
Revenue:	\$ 12,585,101	\$ 3,497,562	\$ (9,087,539)

General Fund - Description	FY15 Budget	FY 15 Actual to Date	Budget Balance Remaining	%
Expenses				
1100 REGULAR EDUCATION PROGRAMS	\$ 19,631,950	\$ 19,353,759	\$ 278,191	1.42%
1200 SPECIAL EDUCATION PROGRAMS***	\$ 7,083,225	\$ 7,206,018	\$ (122,794)	-1.73%
1300 CAREER AND TECH EDUCATION PROGRAMS	\$ 2,361,711	\$ 2,083,815	\$ 277,896	11.77%
1400 CO-CURRICULAR ACTIVITIES AND ATHLETIC	\$ 588,406	\$ 466,920	\$ 121,486	20.65%
1600 ADULT/CONTINUING EDUCATION PROGRAM	\$ 210,000	\$ 178,853	\$ 31,147	14.83%
2100 SUPPORT SERVICES - Students	\$ 2,994,469	\$ 2,867,809	\$ 126,660	4.23%
2200 SUPPORT SERVICES - Instructional Staff	\$ 933,370	\$ 812,242	\$ 121,128	12.98%
2300 SUPPORT SERVICES - General Admin.	\$ 1,141,358	\$ 966,188	\$ 175,170	15.35%
2400 SUPPORT SERVICES - School Admin.	\$ 2,301,520	\$ 2,025,487	\$ 276,033	11.99%
2600 SUPPORT SERVICES - Operation Maint/Plant	\$ 3,839,660	\$ 3,438,973	\$ 400,687	20.79%
2700 SUPPORT SERVICES - Student Transportation	\$ 1,927,055	\$ 1,886,785	\$ 40,270	5.06%
2800 SUPPORT SERVICES - Centralized Services	\$ 796,145	\$ 764,204	\$ 31,941	4.01%
2900 SUPPORT SERVICES - Other	\$ 427,886	\$ 549	\$ 427,337	99.87%
	\$ 44,236,755	\$ 42,051,603	\$ 2,185,152	4.94%

December 2014 Condition of Accounts
Special Revenue Funds

Revenues	FY15 Budget	FY 15 Actual to Date	Budget Balance Remaining
Cafeteria (2800)			
Day Sales - Meals	\$ 852,919	\$ 343,581	\$ 509,338
State Nutrition Aid	\$ 20,000	\$ 596	\$ 19,404
Federal Nutrition Aid	\$ 652,000	\$ 203,046	\$ 448,954
Commodities	\$ -	\$ 43,692	\$ (43,692)
Fresh Fruit and Vegetable Program - Provide fresh fruit and vegetable snacks at Woodman Park School	\$ -	\$ 7,696	\$ (7,696)
Sub-Total Cafeteria Revenue	\$ 1,524,919	\$ 598,612	\$ 926,307
Special Programs (2900) - eRate	\$ 48,000		\$ 48,000
Tuition Programs (3810)	\$ 147,044	\$ 40,469	\$ 106,575
Alternative Education (3825)	\$ 663,682	\$ 78,088	\$ 585,594
Facilities (3830)			\$ -
Transportation Fees	\$ 500	\$ 288	\$ 212
Gate Receipts	\$ 23,000	\$ 9,057	\$ 13,943
Facilities Rental	\$ 95,500	\$ 49,405	\$ 46,095
Field User Fees	\$ 5,131	\$ 1,739	\$ 3,393
Parking Lot Revenue	\$ 48,000	\$ 46,759	\$ 1,241
Other Income	\$ -		\$ -
Sub-Total Facilities Revenue	\$ 172,131	\$ 107,248	\$ 64,883
Total Revenue :	\$ 4,080,695	\$ 1,315,781	\$ 2,592,783

Expenses	FY15 Budget	FY 15 Actual to Date and Encumbrances	Fund Balance @ 6/30/2014
Cafeteria Expenses (2800)	\$ 1,524,919	\$ 1,530,781	\$ (5,862)
Special Program Expenses (2900) - eRate	\$ 48,000	\$ -	\$ 48,000
Tuition Program Expenses (3810)	\$ 147,044	\$ 55,319	\$ 91,725
Alternative Education Expense (3825)	\$ 663,682	\$ 551,545	\$ 112,137
Facilities Expense (3830)	\$ 172,555	\$ 106,044	\$ 66,511
Total Expenses:	\$ 2,556,200	\$ 2,243,690	\$ 312,510

**December 2014 Condition of Accounts
State and Federal Grants Funds**

State and Federal Grant Revenues	FY15 Budget	FY 15 Actual to Date	Budget Balance Remaining
2821 - Title I, Part A and Part D - Part A - Helping at-risk and disadvantaged students meet high standards. Part D - For neglected or delinquent students who are at risk. Part D assists in funding an education component at the Dover Children's Home.	\$ 924,778	\$ 248,875	\$ 675,902
2822 - Title II, III - Preparing, training & recruiting Highly Qualified Teachers and Principals. Language instruction for English Language Learners.	\$ 340,855	\$ 69,671	\$ 271,184
2823 - Perkins/Apprenticeship Program - Carl Perkins Grant Funding was established to improve Career Technical Education Programs. Apprenticeship Program conducts related instruction for registered apprentices in plumbing and electrical trades in the State of New Hampshire.	\$ 283,702	\$ 44,094	\$ 239,608
2824 - Adult Education - Five separate grants that are designed to to assist individuals 18 years and older imrove skill levels in reading, math and writing; learn english; help adults prepared for career or college; learn Civics and prepare for the U.S. Citizenship test.	\$ 672,133	\$ 157,995	\$ 514,138
2826 - IDEA/Preschool - "The Individuals with Disabilities Education Act of 2004". The grant provides assistance for Child Find activities, Coordinated Early Intervention Services and other Special Education programs, services and personnel.	\$ 839,218	\$ 136,278	\$ 702,940
Total Federal Grant Revenue	\$ 3,060,685	\$ 136,278	\$ 2,924,407

State and Federal Grant Expenses	FY15 Budget	FY 15 Actual to Date and Encumbrances	Budget Balance Remaining
2821 - Title I	\$ 924,778	\$ 924,778	-
2822 - Title II, III, IV	\$ 340,855	\$ 244,769	96,085.88
2823 - Perkins	\$ 283,702	\$ 143,870	139,831.17
2824 - Adult Education	\$ 672,133	\$ 346,538	325,595.23
2826 - IDEA	\$ 839,218	\$ 800,846	38,371.84
Total:	\$ 3,060,685	\$ 2,460,801	\$ 599,884

